

Lombard Odier Trust (Bermuda) Limited invites applications for the position of:

## CORPORATE ADMINISTRATOR

Lombard Odier is an independent Geneva based private bank, specializing in private and institutional asset management and estate planning. The Group has an international reputation for excellent client service delivered by highly skilled professionals. Lombard Odier has had a trust license in Bermuda since 1992, specialising in trust formation and administration, estate and succession planning, corporate and custody services.

The successful candidate will report to the Trust Relationship Manager operating in a business focused environment that prides itself on operational excellence. The core responsibilities will be as follows:

### **Duties and Responsibilities:**

- Acting as Corporate Secretary of Group Companies, including Corporate Service Providers and Nominee Companies (when required)
- Organising incorporations and organization of Bermuda, BVI, and Bahamas companies
- Liaising with liquidators on liquidations of Bermuda, BVI and Bahamas companies
- Conducting corporate reviews and remediation
- Liaising with external counsel, regulators and other third party service providers
- Advising on corporate governance matters and informing the Company of changes in on-going regulations and legislation of Bermuda, BVI, Bahamas and Panama companies
- Maintaining and updating corporate procedures, policies, templates and checklists in consultation with Process and Procedures Committee
- Review of legal documents for private equity and direct investments
- Responsible for the management & establishment of corporate structures ensuring adherence to know your client requirements (KYC), policies and procedures; including corporate documents preparation and filing, account opening forms completion and legal file creation
- Provide corporate training to colleagues to develop their corporate knowledge and practical capabilities
- Maintenance of an administration data system
- Assisting the trust teams with corporate and administration matters as and when required

### **Required skills and experience:**

- Minimum of five years corporate secretarial experience
- Law Degree or University Degree with a legal related major and corporate secretarial qualifications or a relevant certificate from the Institute of Chartered Secretaries and Administrators
- Good understanding of corporate governance policies, procedures, compliance, controls and best practices
- Excellent communication and interpersonal skills (oral, written and presentation)
- Strong analytical skills, work ethic and deadline orientated
- Ability to multi-task and work flexibly as part of a team demonstrating strong organizational and time management skills with the capability to thrive under pressure
- Proficient in the Microsoft Office suite of software applications, Viewpoint and Outlook
- Willingness to work extended hours is essential to cater to clients operating in different time zones
- Proven ability to exercise discretion and confidentiality

If you are interested in this excellent opportunity to develop your career within a renowned international financial services group, then please send a detailed CV in confidence to:

### **Human Resources**

**Lombard Odier (Bermuda) Limited**

**P.O. Box HM 2271, Hamilton HM JX**

**e-mail: a.lee@lombardodier.com**

**Telephone: 292-7817**

All short-listed candidates will be subject to full and complete background checks.

**Closing Date: 3 July, 2015**